



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>July 28, 1972</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed <b>SEP 11 1972 241</b> <b>SEP 18 1972</b>							
2. Agency Application No. <b>9</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Agriculture Division of Entomology</b>		4. Person to Contact <b>John Ridley</b>		5. Working Title <b>Asst. Director</b>		6. Tel. No. <b>3641</b>			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.											
8. Inclusive Dates <b>Jan. 1 - Dec. 31 1965 - 1972</b>		9. EXACT SERIES TITLE <b>Bee Colony Registration Files</b>									
10. What function performed resulted in creation of this series? <p>The Entomology Division works to control and eradicate agricultural pests effecting the growing of bees and marketing of honey to protect consumers and farmers. The registration and inspection of bee colony owners is a vital regulatory function of the division.</p>											
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any <p>Documents relating to the registration and inspection of bee colonies. Included are: Apiary Yard Inspection Reports, duplicates of certification of inspection to authorize movement of bees and equipment out of Georgia, record of registration as a Bee Colony Owner. The file is arranged alphabetically by county and thereunder alphabetically by bee keeper (owner).</p>											
12. EQUIPMENT OCCUPIED		No. of Drawers		Cu. Ft. of Records		ANNUAL RATE OF ACCUMULATION		No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers		1		1				1		1	
Legal-size File Drawers						Floor Space Occupied (Square Feet)		In Office(s)		In Storage Area(s)	
						By Annual Accumulation		This Year's		Last Year's	
						AVERAGE DAILY REFERENCES		WKLY		MTHY	
								-		-	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☒ YES ☐ NO  
Production and activities summarized in annual report to the Commissioner.
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 1 years:
- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:
- A. ☐ Destroy immediately after cut off.
- B. ☒ Hold in current files area 1 month(s)/ 1 year(s), then:
1. ☒ Destroy.
2. ☐ Transfer to records center; hold 1 year(s), then:
- a. ☐ Destroy.
- b. ☐ Transfer historical material to Archives; destroy remainder.
3. ☐ Destroy after audit (or 1 year(s) after audit).
- C. ☐ Hold in current files area indefinitely.
- D. ☐ Hold in current files area 1 year(s), then transfer to Archives permanently.
- E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

## (ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>John Hickey</i>	Recommendations prepared by <i>John Hickey</i>	Approved for Division Date <i>John Hickey</i> 7/28/72	Records Management Officer Date <i>EDS</i>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Chas D. Schis</i>	8-18-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dean</i>	9-11-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll East</i>	9-8-72
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>H. H. Shell</i>	9-15-72